



HEALTH & SAFETY AT WORK POLICY (including Fire Safety)

Responsibility	Russell Dalton
Date of last review	July 2014
Date of next review	September 2017

Persnore High School fully recognises its responsibilities for safeguarding children. This policy is to be read in conjunction with the Safeguarding Children Policy.

1. THE STATEMENT

It is the intention of the Governing Body to ensure the health and safety of all of the employees, students and other persons affected by the work of the school, to ensure compliance with the Health and Safety at Work etc. Act 1974 and the other Regulations published under it.

1.1 General Requirements

The Governors of Persnore High School recognise their responsibility under the Health and Safety at Work etc. Act (1974), so far as is reasonably practicable, to:

- a. provide safe systems of work, plant and equipment;
- b. provide for the safe use, handling, storage and transport of articles and substances;
- c. provide such information, instruction, training and supervision as is necessary for staff and pupils to undertake their work safely;
- d. provide a safe place of work with safe means of access and egress for all persons using the premises;
- e. provide a safe and healthy working environment with adequate welfare arrangements;
- f. provide for the health and safety of persons not employed by the school, but who may be affected by its activities;
- g. encourage all staff to take reasonable care for their own health and safety and to co-operate with the management of the school in the carrying out of their statutory duty;
- h. require all staff to report through the appropriate channels, any problem, defect or hazard likely to lead to a lack of safe or healthy conditions for themselves or others.

2. THE ORGANISATION

Employer's Responsibilities

The Governing Body:

- a. has overall responsibility as employer for all aspects of health and safety of employees, pupils and other persons at Persnore High School (under sections 2 and 3 of the Health and Safety at Work Act 1974);

- b. is to ensure that the school's safety policy is implemented monitored and regularly reviewed and revised as necessary;
- c. is to monitor the (health and safety) need for building maintenance in the school and implementing repairs as necessary;
- d. is to monitoring of structural defects that could adversely affect the health and safety of staff, pupils and other persons;
- e. is to ensure the safe condition, storage and maintenance of equipment, vehicles and plant at the school, and ensuring that such equipment can be used safely in the normal running of the school;
- f. Is to ensure that the premises, the means of access and exit, and any plant or substance on the premises are safe and without risks to health;
- g. has responsibility for appointing competent principal contractors where building or plant maintenance work is done;
- h. has responsibility for appointing a competent person as Planning Supervisor in those works which fall within the scope of the Construction (Design and Management) Regulations 2007;
- i. is to ensure that sufficient funds are reserved for meeting their responsibilities for Health and Safety, in particular for the maintenance of those items of premises and equipment;
- j. is to ensure that safety rules concerning the use of premises and equipment are displayed at appropriate locations in the school and are enforced;
- k. is to ensure the adoption of safe working practices by staff and pupils, and by contractors on site.

Headteacher's Responsibilities (Delegated to the Finance and Business Director)

The Headteacher is responsible for:

- a. The implementation of the school safety policy.
- b. Advising the Governing Body of the need to review the school safety policy.
- c. The day to day responsibility for health and safety in the school.
- d. Ensuring that risk assessments are carried out in accordance with the Management of Health and Safety at Work Regulations 2006 in all areas of significant risk, as well as those required under the Control of Substances Hazardous to Health (COSHH) Regulations 2002, the Manual Handling Operations Regulations 1992 as amended, the Provision and Use of Work Equipment Regulations 1998 and the Display Screen Equipment Regulations 2002.
- e. Ensuring that staff receive appropriate health and safety training.
- f. Carrying out an annual safety audit.

- g. Ensuring that all problems or defects affecting the health and safety of staff, pupils or other persons in the school are dealt with.
- h. Notifying either the HSE or the LA Health and Safety Advisor of any serious accidents to pupils, staff or other persons and any "near miss" situations, in accordance with the Reporting of Incidents, Diseases and Dangerous Occurrences Regulations.
- i. Emergency procedures, including evacuation in case of fire or bomb threats.
- j. Ensuring that adequate provision is made for the administration of First Aid.
- k. Ensuring that all legislative updates or new requirements, is brought to the attention of any relevant persons promptly.
- l. Facilitating the meeting of a School Safety Committee, if it is requested by staff or approved trade union safety representatives, and for attending such meetings.
- m. Consultation with approved trade union safety representatives on matters affecting the health, safety or welfare of any members of staff and for facilitating the carrying out of their duties, including safety inspections and attendance at training courses.

Heads of Department Responsibilities

Heads of Department are responsible for:

- a. all matters of health and safety in their department or subject area.
- b. bringing to the notice of the Finance and Business Director any problems or defects affecting the health, safety or welfare of staff, pupils or other persons in their department or subject area.
- c. having a working knowledge of regulations, guidance materials and codes of practice in their subject areas.
- d. producing a departmental / subject safety policy and revising it as necessary.
- e. ensuring that staff have received adequate training on health and safety aspects of their specialist areas (particularly where use of potentially hazardous equipment or substances is undertaken).
- f. ensuring that necessary personal protective equipment (i.e. eye protection or protective clothing) is available and kept well maintained.
- g. ensuring that any risks specific to their area of work are adequately assessed (e.g. risk assessments for the use of tools or equipment, COSHH assessments for the use of hazardous substances).
- h. ensuring that relevant safety signs and notices are displayed (e.g. signs requiring use of eye protection, restricting use of teacher only machines to named individuals, positions of gas, water or electrical isolators etc.).

Other Staff Responsibilities

All other staff are responsible for:

- a. ensuring that they are familiar with and comply with the school and, where applicable, the departmental or subject safety policy.
- b. reporting any defects or problems affecting the health and safety of themselves, their pupils, other staff or any other person, through their Head of Department or Subject Co-ordinator to the Finance and Business Director.
- c. co-operating with their employer (Governing Body) to enable them to comply with the requirements of the Health and Safety at Work etc. Act 1974.

The Site Manager / Caretaker / Cleaner in Charge Responsibilities

The Site Manager / Caretaker / Cleaner in Charge are responsible for:

- a. ensuring that they are familiar with and complies with the school safety policy.
- b. bringing the school safety policy and risk assessments to the attention of any cleaning or other staff (including contract cleaners or grounds staff) working under their direction, in so far as it affects the work of those persons (e.g. in use and storage of equipment and materials).
- c. ensuring that any staff under their direct control (i.e. non contract staff) receive adequate training and instruction in the use of any equipment or materials that they are expected to use.
- d. ensuring that all equipment and materials received have adequate health and safety information (e.g. safety data sheets to allow COSHH assessments to be carried out).
- e. ensuring that safe procedures are laid down and used when work of a potentially hazardous nature is undertaken by themselves or others working under their direction (NB. This will include such things as working at heights on steps, ladders or scaffolds, use of electrically powered cleaning machines, use of chemicals (including correct use of protective clothing), carrying out of repair or maintenance work).
- f. Ensuring that due warning is given of any caretaking/cleaning operations that could constitute a hazard to other users of the premises (e.g. use of signs to warn of slippery floors, clearance of leaves, ice or snow etc.).
- g. Informing the Finance and Business Director of the arrival (or expected arrival) of contractors for maintenance work (no matter how minor).
- h. Informing contractors of any hazards that could affect their health and safety while working in the school (particularly in the light of risk assessments carried out).
- i. The safe use and maintenance of all plant and equipment (e.g. boilers) and the safe use and storage of all materials used for that maintenance.

The First Aiders Responsibilities

The First Aiders are responsible for:

- a. Recording of accident/incidents requiring first aid treatment.
- b. Maintaining the First Aid boxes
- c. controlling and maintaining any other First Aid supplies as may be kept separately

Safety Representatives (Appointed by Trade Unions / Professional Associations) Responsibilities

Safety representatives have the right to:

- a. Carry out termly inspections of the premises and submit a written report to the Headteacher.
- b. Receive any reports of inspections or accident investigations made by the Health and Safety Executive.
- c. Represent their membership to the Headteacher (as representative of the employer) on matters affecting the health, safety or welfare of staff.
- d. Represent the staff / union membership on school safety committees.
- e. Receive such training as may be necessary for them to perform their duties.

Provided they have been properly appointed and their appointment notified to the Governors by the appropriate trade union.

Catering Manager Responsibilities

The Catering Manager is responsible for:

- a. Ensuring that he is familiar with and complies with the school safety policy.
- b. Ensuring that all kitchen staff receive such training, instruction and information as they need to undertake their duties safely and without risk to themselves or others.
- c. Ensuring that they are familiar with the requirements of the Food Safety Act 1990 (and the Regulations published under it) and that they and staff working under them comply with these requirements.
- d. Bringing to the attention of the Finance and Business Director any problems or defects affecting the health and safety of any person in the area for which they have responsibility.

3. THE ARRANGEMENTS

3.1 Access and Egress, Housekeeping, Cleaning & Waste disposal

Access and Egress is arranged through the Site Manager, who has overall responsibility for the security of the site 'out of hours'. Arrangements for access outside of the normal hours for lettings of other functions are to be arranged via the Finance and Business Director or Business Manager.

Daily housekeeping is the responsibility of all school staff. All personnel are expected to ensure their working area is kept tidy and that there are no health and safety concerns brought about due to bad housekeeping.

The daily cleaning is the responsibility of the 'in house' cleaning team. All non-recyclable waste is to be disposed of in one of the trade waste bins that are located within the school bin compound. All recyclable waste is to be disposed of in the school's recycling bins that are within the bin compound. The waste is removed from site by a contractor. Any waste that cannot be disposed of via the bins is to be advised to the Site Manager, Finance and Business Director or Business Manager, who will arrange suitable disposal.

3.2 Accident reporting, recording and investigation

All serious accidents that occur on the site should be notified to the Headteacher's PA who will record the information via the Worcestershire County Council accident/incident reporting system

All minor accidents should be recorded in the school's own minor accident book. Where necessary, parents / guardians or other persons should be notified of the accident.

If the accident is serious, the Headteacher and the Finance and Business Director should be made aware and immediate action taken to ensure the location of the accident is still safe to use. Necessary action should be taken and where possible details recorded for an accident investigation. If members of the public are involved, names and addresses should be taken (including any witnesses).

Accident Reports and investigation records should be kept for 3 years if the accident involved a member of staff, or if the accident involved a pupil / student until they reach the age of 21.

3.3 Contractors (Management of)

- Contractors will be managed by the Finance and Business Director and the Business Manager.
- Contractors are to be selected from the LA approved contractors list, if this is not the case the contractors need to hold the minimum required health and safety qualifications for the role.
- All contractors should have a 'pre-commencement' meeting with the Finance and Business Director, the Business Manager or the CDM Coordinator, where all health and safety requirements are outlined.
- All method statements and risk assessments are to be checked by the Finance and Business Director or the Business Manager or CDM Coordinator.

- If school, staff have any concerns relating to contractors they must report them to the Finance and Business Director or Business Manager as soon as possible.
- Contractors and their staff must not have any contact with students at the school.
- All contractors are to book in and out at the school reception on a daily basis. All liaison must be via the Finance and Business Director or the Business Manager.
- All contractors must provide suitable and adequate welfare facilities for their staff.

3.4 Contractors (Management of Asbestos)

- The asbestos register must be held at the Visitors Reception. All Contractors must sign to state they have seen the relevant sections of the asbestos register.
- It must be ensured that there is no asbestos in the building structure prior to intrusive work being carried out, i.e. putting up shelving.
- Only qualified contractors are allowed to work with asbestos.

3.5 Contractors and Visitors on Site

Arrival on site:

- All contractors and visitors are to report to the visitors reception. The receptionist is to check the relevant ID and invitations prior to issuing a visitors pass. Visitors passes are to be visible at all times. All visitors are to be escorted around the site at all times. All contractors are to be controlled by the relevant staff. All visitors must sign in and out of site.
- The receptionist is to ensure that all visitors are aware of the health and safety requirements and fire evacuation procedures which I printed on the passes. All contractors are to read and sign the asbestos register.

3.6 Control of substances hazardous to health (COSHH) –including radiation

- The procurement of COSHH items should be kept to the minimum and should mainly be for the following departments:
 - Science
 - Art
 - Technology
 - Caretakers
 - Cleaners

The heads of department are responsible for ensuring the correct items are ordered.

- Data sheets records must be received for each COSHH item, these records must be maintained within the department responsible for the items and they must be accessible to all individuals who have access to the item.
- Risk assessments must be carried out for all tasks using the most hazardous substances as per the Control of Substances Hazardous to Health Regulations 2002. The risk assessment must include the following:
 - How all staff are made aware of how to identify COSHH materials?
 - Instructions for labelling decanted substances.
 - Provision and instruction on the use of specific Personal Protective Equipment.
 - Safe storage and transportation of hazardous substances.

- Emergency procedures for cleaning spillages/escape. Include emergency evacuation procedures or where to find them.
- Disposal procedures for waste, unwanted or spilt substances
- Heads of Departments are responsible for safe storage of the COSHH products.

Radiation

The Head of the Science Department is the Radiation Protection Supervisor and is responsible for purchase, transport, storage and use of the equipment and materials which may pose a radiation hazard.

3.7 Defect reporting procedures

The arrangements for reporting defects on a day-to-day basis are set out in this section.

- Staff are to report the defect to the Finance and Business Director, Business Manager or Site Manager who enters it onto the defect reporting system (TES Foundation).
- All defective items are taken out of use immediately. An 'out of use' label is displayed on any defective item that cannot be removed.
- The Site Manager is responsible for repairing all defective items, where an external contractor is required to carry out the repair the Business Manager is to authorise. If the item is beyond repair it is to be disposed of.

3.8 Display screen equipment (DSE)

In accordance with the Display Screen Regulations:

- All staff who are classed as DSE "Users" are trained in their safe use. This will be undertaken by all relevant staff, as part of their induction. Refresher training will be undertaken every 3 years.
- DSE Self assessments for all staff members- using a display screen equipment including laptops have been completed and will be reviewed at least every 3 years or sooner if changes to equipment or location occur
- The Business Manager will monitor and arrange for any problems relating to display screen equipment and its use to be resolved.

3.9 Electricity at work

- All hardwired equipment is checked via a 5 year fixed wire contract which is tendered by the Finance and Business Director.
- All portable appliances are tested annually, this is carried out by trained members of school staff and organised by the Business Manager.
- All equipment brought in by outside agencies, including those for lettings is to be PAT tested prior to bringing to site.
- All defective items are to be removed and repaired; where items cannot be repaired they are to be disposed of.

3.10 Fire Precautions and Emergency Plans

Pershore High School recognises the vital importance of fire safety and the need to operate a clear fire safety and evacuation procedures policy so as to ensure the safety and welfare of staff, students and visitors on school premises.

This document details fire safety and evacuation procedures and are applicable to all persons connected with Pershore High School, including full-time and part-time staff, students, supply teachers, lunchtime superintendents, outside contractors and regular visitors.

It is the school's policy to ensure that all staff, students and visitors to the premises are aware of fire safety and evacuation procedures and that relevant training and information are given to all concerned.

Responsibilities

Headteacher.

The Headteacher has overall responsibility for ensuring the implementation, monitoring and review of the fire safety and evacuation procedures policy takes place. During an evacuation, the Headteacher has overall responsibility for proceedings. In his absence, the Deputy Headteachers will take responsibility for proceedings.

Deputy Headteachers

The Deputy Headteachers are to take overall responsibility during the absence of the Headteacher. The Deputy Headteachers are to collect a loud hailer each from the Receptionist at the assembly point. The following are to report to the Deputy Heads when all rolls have been taken and advise on any missing persons:

- | | | | |
|----|--------------------------|---|--|
| 1. | Heads of House | - | Students, Teaching Staff |
| 2. | Head PA | - | Support Staff |
| 3. | Cover Secretary | - | Cover Staff |
| 4. | Head of Learning Support | - | TAs |
| 5. | Visitors | - | Relevant member of staff being visited |
| 6. | Contractors | - | Business Manager |

Finance and Business Director

The Finance and Business Director is responsible for the day-to-day management of the policy and production of an annual report on the operation of the policy and recommendations for future improvements. This report will be submitted to governors for their consideration and approval. The Finance and Business Director will also liaise with outside specialists on fire safety and evacuation procedure matters. In the absence of a duty receptionist, the Finance and Business Director will also be responsible for contacting, in the event of an emergency, the appropriate services.

The Finance and Business Director will be responsible for coordinating searches, with the emergency services, in the event of a fire or emergency and to act as the liaison officer.

Heads of House

Heads of House will be responsible for recovering registers from the Receptionist at the assembly point and distributing the registers to the appropriate Tutors. Heads of House will be advised of any missing persons by the Tutors and will be responsible for checking the signing in/out book and late sheets with the Receptionist. If a missing person cannot be accounted for, the House Tutor will report immediately to the Deputy Headteacher. Heads of House will inform the Headteacher immediately if any tutors cannot be accounted for. After an evacuation, Heads of House will be responsible for collecting registers from tutors and returning them to the Receptionist.

Heads of Department

Heads of Department will be responsible for ensuring that staff are aware of fire safety and evacuation procedures as applied to their subject area and as detailed in this policy and are adequately trained to pass relevant information on to students in their charge.

Heads PA

The Heads PA is to take a roll call of all of the staff who are not tutors and visitors ensuring the Deputy Headteachers are advised of any missing persons.

Receptionist.

The Receptionist, in the event of an emergency, will be responsible for ensuring that the emergency services are contacted. The Receptionist will, with the help of the main office staff, ensure that the following items are taken to the assembly point for distribution to the appropriate members of staff:

1. Registers.
2. Staff signing in/out book.
3. Visitor's book.
4. Student signing in/out sheets.
5. Medical room book.
6. Occupants of medical room
7. Walkie Talkies.
8. Mobile Phone.
9. Loud Hailers.

The Receptionist will also arrange with the emergency services to move casualties from the Medical Room who are not able to evacuate the premises themselves.

Cover Secretary

The Cover Secretary is to take a roll of all cover staff and advise the Deputy Headteachers of any missing persons.

Tutors

Tutors will be responsible for ensuring that all students fully understand the fire safety and evacuation procedures. During an evacuation, teachers will be responsible for ensuring that students are escorted to the assembly point. Tutors will be responsible for taking a roll-call and advising the Head of House of any missing persons. All other teachers should report to the Deputy Headteacher.

Site Manager/Caretakers

The Site Manager and his team are responsible for ensuring that the premises and grounds are free from apparent fire hazards and emergency exits are unlocked at all times (including lettings). During a school-based event, the Site Manager will be responsible for ensuring that the emergency equipment (torches, badges, etc) are made available to the member of staff in charge of the event. In the event of an emergency the Site Manager is to account for the caretaking team and report any missing persons to the Receptionist. The Site Team are to check all emergency refuge areas and evacuate any persons waiting there. Any that are unable to be evacuated are to be reported to the emergency services immediately upon arrival. The Site Manager is to meet the emergency services and direct them to the relevant area.

Deputising

In the event of absences the following are to deputise:

	<u>Deputy</u>
Headteacher	- Deputy Headteachers
Finance and Business Director	- Business Manager
Head of House	- Assistant Head of House
Head of Department	- Second in Department or nominated person
Head's PA	- Personnel Officer
Receptionist	- Reprographics Assistant
Cover Secretary	- Exams Secretary
Site Manager	- Caretakers

All staff, students, visitors and contractors on site have a duty of care to ensure, insofar as is practicable, that reasonable measures are taken to avoid potential fire hazards in and around the premises. They must be responsible for ensuring they understand the evacuation procedures and follow instructions given, in the event of an emergency. Staff and students should also be familiar with the location of fire alarms and extinguishers. Contractors on site must be aware of the procedures to follow in the event of an emergency. In the event of a fire or emergency, visitors will be escorted by their host to the assembly point.

General Fire Safety

Risk assessment will be undertaken to identify potential hazards and new fire risks will be evaluated as soon as is practicable.

Fire drills will be carried out termly. An assessment of the effectiveness of the policy will be undertaken, by the Finance and Business Director, following each drill.

Weekly testing of the fire bells will be undertaken at 8am every Wednesday. Emergency lighting will be tested annually under contract. Fire appliances will be visually checked weekly to ensure they are in the correct location. Outside specialists will test equipment and advise on additional equipment needed. All tests will be recorded and filed centrally.

If a fire is discovered, no matter how small, the nearest fire alarm must be sounded and evacuation initiated. Alarms should be sounded by a member of staff, if possible. If time permits, and a telephone is accessible, the Receptionist should be informed of the nature and location of the fire. Similarly, the Receptionist must be informed immediately of a false alarm.

If a fire is very small, staff may attempt to extinguish it. This may only be undertaken if:

1. All students have evacuated the building and are suitably supervised.
2. A safe means of escape is available at all times.
3. Staff are familiar with the firefighting equipment, how to use it and the correct type to use.

Lettings

Any person wishing to hire facilities at Pershore High School is expected to be aware of and follow the guidelines issued on fire and evacuation procedures, as detailed in this policy. The Business Manager will be responsible for issuing guidelines to hirers.

Hirers are expected to familiarise themselves with fire exits, escape routes, fire alarm points, fire appliance, locations, emergency telephone point and first aid facilities before entering the premises. Stewards should be fully briefed prior to events to ensure that, in the event of an emergency, quick and responsive action is taken:

In the event of an emergency, the organiser/leader of the event will:

Raise the alarm - the fire alarm is activated by breaking the glass of any alarm point.

Contact the appropriate emergency services. If it is unsafe to enter the area, the caretaker may be summoned to contact the emergency services on the hirer's behalf.

Initiate evacuation of the premises - hirers, under the direction of the lettings secretary, must decide on an appropriate evacuation route and assembly point prior to an event. This information must be conveyed to all interested parties.

Following an emergency and/or evacuation, a report will be submitted to the Business Manager by the organiser/leader of the event, detailing the nature, cause (if known), problems encountered, casualties, etc. Similarly, organisers/leaders have a duty of care to report any defects, fire hazards, etc. noticed whilst on the premises.

During a school-based event, emergency equipment, located in the staff room, will be made available to the member of staff in charge of the event.

Evacuation Procedures

Students and visitors must be made aware of the evacuation assembly point.

On hearing or activating the alarm, the following procedures will be adopted by teachers:

- Ensure that all doors and windows are shut upon leaving room.
- If in charge of students, ensure that **calm and quiet is maintained at all times** during evacuation and re-entry to premises.

- If in **Science** or **Technology** areas, ensure that gas and electricity are turned off at isolation switches.

Students will be escorted by the teacher to the assembly point. At the assembly point, students will be instructed to make their way quickly and quietly to their tutor group, as indicated by the boards posted around the tennis courts. Students must remain at their tutor group assembly point until instructed to re-enter the building by the Head of House, on the instruction of the Headteacher.

Teachers who are not in charge of students at the time of evacuation and Support Staff should proceed to the assembly point by the quickest route possible. Tutors should proceed to their tutor groups, as indicated on the boards around the tennis courts, in order that a roll-call of students can be taken. If a student(s) cannot be accounted for, the Tutor must inform the Head of House immediately. All other Teachers, Support Staff and Visitors should report to the Heads PA, and all Cover Staff to the Cover Secretary.

On arrival at the assembly point, Heads of House will collect registers from the Receptionist and distribute them to the House Tutors. Tutors will report missing students to the Heads of House who, in turn, will return to the Receptionist to check signing in/out sheets, medical room books and late sheets. If the student(s) is still found to be missing, the Head of House will report to the Deputy Headteacher immediately. Both Heads of House and Heads of Department must report to the Deputy Headteacher for a roll-call.

The Main Office Administrators, in the event of an emergency, will organise for casualties who are unable to leave the medical room to be attended to by a member of the emergency services. The Receptionist will, on arrival at the assembly point, distribute registers to Heads of House.

All visitors on site will be escorted to the assembly point by their host. At the assembly point they will be directed to the Heads PA for a roll-call.

The Heads PA, in the event of an evacuation, will collect the visitors/contractors signing in/out book from the Receptionist at the assembly point. A roll-call of all visitors and contractors will be taken and the emergency services will be informed immediately of any missing persons.

Contractors are issued with instructions for evacuating the building on arrival at site. Contractors will proceed to the assembly point and report to the Heads PA.

The Catering Manager will take a roll-call of all catering staff and then report to the Deputy Headteachers.

Re-entry to Buildings

The Finance and Business Director will inform the Headteacher if the buildings are safe to be entered. The Headteacher, or in his absence the Deputy Headteacher will issue the order to re-enter the building.

UNDER NO CIRCUMSRANCES MAY ANY PERSON RE-ENTER THE BUILDING UNTIL AUTHORISED TO DO SO

The Headteacher, with the assistance of the Deputy Headteacher will instruct Heads of House that it is safe to re-enter the building. Heads of House will then instruct tutor groups accordingly.

Students will be instructed to re-enter the building using the same route as for evacuation. Tutors and Heads of House will supervise the re-entry to buildings.

All other staff will be instructed to re-enter the building by the Headteacher/Deputy Headteacher.

Evacuation Routes

ASSEMBLY POINT: SCHOOL FIELD ADJACENT TO TENNIS COURTS, TO THE REAR OF THE SPORTS HALL

Staff and students must know the designated evacuation route in order to avoid congestion and confusion. The preferred routes are detailed below; if these routes are blocked the teacher in charge will determine an alternate route to safety and the assembly point.

Room T1, T2 T4 & T5 Exit building via sliding doors at end of courtyard. Turn left and proceed along front of school (bus bay). Turn left at the rear of the kitchens and proceed to assembly point.

Room T3 Leave via double door opposite Art Block. Onto playing field between Art and Library block. Turn right and proceed to assembly point.

Room T6 Leave via main door, turn left and left again to playing field, between Art and Library Block. Turn right and proceed to assembly point.

Room T7 Exit room into Technology corridor. Turn left and exit building through double doors. Turn left onto playing field, between SFC and Sports Hall and proceed to assembly point.

Room T8 Exit room via rear fire exit. Onto playing field between Art and Library block. Turn right and proceed to assembly point

Room T9&T10 Exit via fire escape in Room T10. Turn right, between Art and Library Block onto playing field. Turn right again and proceed to assembly point.

Room C1-C3 Exit via fire escape (next to Room 22). Turn right, between Art and Library Block onto field and proceed to assembly point.

SFC Common Rm & Study Exit via stairs (outside Study Area). Turn right onto playing field and proceed to assembly point.

Library Exit via double doors (SFC entrance). Turn left onto playing field and proceed to assembly point.

Conference Room Leave building and proceed along front of Library. Turn left onto playing field and assembly point.

Room H9-H10 Leave building via the fire exits. Turn onto playing field and assembly point.

- Room L1-L5** Leave via main doors next to reception. Turn right, between Modern Languages Block and kitchen, onto playing field and assembly point.
- Room B1-B2
M5** Exit via the Hampton Centre fire escape. Turn Right and proceed, by the rear of the kitchen, to playing field and assembly point.
- Room M3-M4
& M6** Exit via the Maths block stair case. Turn Left and proceed through the doors at the rear of reception. Leave via main doors next to reception. Turn right, by the rear of the kitchen, onto playing field and assembly point.
- Dining Room** Leave via doors opposite gym. Turn left and leave building through double doors. Turn right and proceed onto playing field and assembly point.
- Main Hall** Exit via main doors opposite Exam Office. Turn left, along front Studio. Turn left onto playground, onto playing field. Turn left and proceed to assembly point.
- Room PA1-
PA2** Out through doors, turn right. Turn left onto playground, onto playing field. Turn left and proceed to assembly point.
- Room IT4&E8** Out of room, turn right. Turn left and proceed along quad past PA1 and PA2. Turn left onto playground, onto playing field. Turn left and proceed to assembly point.
- Room IT1&
E6-E7** Out of door, turn right, along corridor (in front of gym) and exit building via double doors. Turn right onto playing field and assembly point.
- Room E1-E5** Out of door, turn left and exit building by Room E1. Turn left onto playing field and left again to proceed to assembly point.
- Room IT2&IT3** Out of door, turn left. Turn left (past Room PA2) and left again onto playground, onto playing field. Turn left and proceed to assembly point.
- Room PA3&
PA4** Out of door, down stairs. Turn left (past Room PA2) and left again onto playground, onto playing field. Turn left and proceed to assembly point.
- Changing
Rms & Gym** Exit through doors at rear of changing rooms (boys & girls). Proceed around Sports Hall onto playing field and assembly point.
- Sports Hall** Out through doors and proceed around building onto playing field and assembly point.
- Room H5-H8** Leave building via the fire exits. Turn onto playing field and assembly point.
- S1-S11** Exit through fire exits at the rear of Science Block and proceed onto playing fields and assembly point.
- Rooms HC1-
HC 5** Turn right out of all room and exit building via fire escape in centre stairwell. Turn Right and proceed, by the rear of the kitchen, to playing field and assembly point.

Rooms HC6 & HC7 Exit via the Hampton Centre fire escape. Turn Right and proceed, by the rear of the kitchen, to playing field and assembly point

Rooms H1 - H4 & A4 - Exit via the fire exits follow path onto playground and around to the rear of the Science block, to playing field and assembly point.

3.11 First Aid and Medication

First Aid

- All first aiders are identified on the school staff list, however the responsibility of daily first aid is with the members of staff in the Main school office.
- All first aid trained staff are to have a minimum of 'First Aid at Work' training, which must be refreshed every three years.
- A First Aid kit is available in all departmental areas and within the Main school office.
- It is the responsibility of the receptionist to check and restock all of the first aid kits annually.
- It is the responsibility Of the first aiders in the Main school office to summon ambulances as and when required, they are to accompany children to hospital (if parent or legal guardian is not available)

Medication

- Only those personnel trained to administer the medication are authorised to do so.
- All medication is to be stored in the locked cabinet in the Main office, control of this medication is the responsibility of the first aiders within the office.
- Medication can only be administered once signed consent from parent / guardian has been given.
- Two members of staff must sign to say they have given dose.

3.12 Health and Safety Advice

Health and safety advice is to be sought from the WCC School Health and Safety team.

3.13 Information dissemination procedure

Information and instructions on health and safety matters are available / given to teachers / non-teaching staff / pupils, governors and visitors as follows:

Employees

- Staff are to be aware that relevant health and safety information is available in the staff handbook, specific risk assessments and via their initial induction.
- All staff are to sign to state they have received, read and understood the information on a annual basis.

Pupils

It is the responsibility of teachers to ensure that pupils are made aware of existing and new health and safety information.

Visitors / contractors

- The Receptionist is to ensure that visitors and contractors are informed of any health and safety arrangements which may affect them during their visit (including any Asbestos on site)
- All visitors are to be made aware of the information printed on back of visitors badge.

Governors

The Finance and Business Director is to ensure that all Governors are briefed on any changes to the Health and Safety procedures along with and long standing Health and Safety issues on site.

Trade unions

The Finance and Business Director is to ensure that all Trade Union Representatives are briefed on any changes to the Health and Safety procedures along with and long standing Health and Safety issues on site.

3.14 Kiln

- Only a qualified kiln operator is to operate the kiln (their details & qualifications must be displayed by the kiln).
- The risk assessment of operating the kiln is to be located within the art departments risk assessment file as well as the main school risk assessment file located in the Business Managers office.
- The kiln is to be inspected annually under contract by Kilncare. It must not be used until all recommendations for repair are carried out.
- The normal operating procedures MUST be displayed by the kiln.

3.15 Lettings/Shared use of premises/Extended Services

- All lettings Health and Safety arrangements are to be discussed with either the Finance and Business Director or the Business Manager prior to the letting taking place.
- A written lettings agreement must be signed by the hirer and the school must hold a copy.
- School equipment must only be used by prior agreement, relevant training must be given prior to use.
- It is the responsibility of the hirer to ensure suitable First aid provision.
- The hirer is to ensure they are acquainted with the schools Fire and emergency arrangements and that everyone under their charge knows the procedures.
- Standard operating procedures.

- All risk assessments are to be forwarded to the Finance and Business Director and the Business Manager for checking prior to use.

3.16 Lifts

- The school have the following lifts:
 - Science Block
 - Hampton Centre
 - 6th Form Centre
 - Technology (Platform Lift)
- The lifts are all key controlled, the keys are held within each department. The Head of Department is responsible for the correct use of the lift.
- The lifts are serviced annually under a service contract with LES. All faults are to be reported to the Site Manager in the first instance.

3.17 Lone working and Personal Safety

- Lone Working is limited to those staff who have an 'all year round' contract.
- Personal safety awareness information will be provided/discussed with staff on induction.
- All 'Lone Workers' are to familiarise themselves with the risk assessments that are held in the Business Managers Office.

3.18 Manual handling

- The Finance and Business Director or the Business Manager will risk assess and work that has a requirement for manual handling
- All individuals who are required to do tasks of a manual handling nature are to attend the manual handling training that is provided prior to carrying out any task that requires manual handling.
- Guidance can be sort from the Finance and Business Director or the Business Manager.

3.19 Minibuses

- Only staff who hold a current WCC minibus driver permit are permitted to drive the schools minibuses.
- Any requiring familiarisation and driving practice in the minibuses are to contact the site manager to arrange this.
- Anyone who has category D1 on their driving license is eligible to drive the minibuses so long as they hold a current WCC driving permit.
- Drivers must ensure they have a minimum of a 20 minute break after each 2 hours of driving. No driver is permitted to drive for more than 8 hours in any 24 hour period.
- First aid and fire extinguisher are provided in each minibus.
- Each minibus will have a service and MOT annually; this is arranged by the Site Manager.
- All drivers are to complete the 'works ticket' prior to travel and all faults are to be reported to the Finance and Business Director or Business Manager. No vehicle is to be driven with any defects that make the vehicle unroadworthy.

- It is the drivers' responsibility to ensure the students act appropriately in the vehicle. All passengers are to wear seatbelts at all times.

3.20 Monitoring Arrangements

The governing body will ensure that regular reports of accidents and dangerous occurrences are provided by the Headteacher and that any necessary alterations to working practices and procedures are implemented.

The governing body recognises the importance of monitoring health and safety matters. Monitoring will be carried out in a number of ways:

The governors will call for annual/termly reports on accidents / incidents:

- results of internal or external health and safety inspections;
- maintenance reports;
- complaints, hazards and defects reports; and
- reviews of any procedures carried out by the Headteacher /Site Manager / Finance and Business Director / Business Manager.

To help this process, the governors and Head Teacher will ensure that all reasonable inspection facilities and information are provided on request to officers of the LA, inspectors of the health and safety executive (HSE), Trade Union representatives and any other bona fide health and safety officials.

3.21 Noise at Work

We realise that in order to comply with the Control of Noise at Work Regulations 2005 we must ensure that weekly noise exposure levels do not rise above 80dB. Where there is a likelihood that this may happen the Finance and Business Director will ensure periodic noise monitoring checks are conducted. Control measures are put in place to reduce the noise levels as far as reasonably practical. If it is not possible to reduce the noise levels below 85dB employees are issued with appropriate hearing protection and hearing protection zones are set up. In circumstances where the noise level still remains above 80dB hearing protection will be supplied to employees working in these areas.

3.22 Offsite and Educational Visits

- Refer to the Offsite Visits Policy.

3.23 PE equipment

- The PE equipment will be inspected and serviced annually by Sportsfix via a service contract.
- Teachers are to give all equipment a visual check before use to ensure it is serviceable for the practice taking part.
- It is the member of staff who is leading the activities responsibility to ensure the equipment is used correctly and that the risk assessment is abided by.
- Staff should use the Association for Physical Education (afPE) guidance on safe use of the equipment for appropriate use.

3.24 Personal Protective Equipment

- Personal Protective Equipment (PPE) will be provided free of charge for employees where it has been identified through risk assessment.
- The Business Manager is responsible for procuring the correct equipment.

3.25 Risk Assessments

- All staff should be aware of the need to undertake risk assessments for all activities which present significant foreseeable hazards (A specific requirement of Regulation 3 in The management of health and safety at work regulations 1999).
- The Finance and Business Director is responsible for ensuring risk assessments are undertaken and updated at least annually.
- The Business Manager is to carry out risk assessments for all New and Expectant Mothers. Staff who are pregnant are to inform the Business Manager at the earliest opportunity to ensure a risk assessment can be carried out.
- All risk assessments are kept in the Business Managers office.

3.26 Smoking

- The site is a 'NO SMOKING SITE'.
- Signage is displayed on all main external doors used by the public/staff.

3.27 Sports pitches / playing fields

- The maintenance of the school playing fields is carried out under the Grounds Maintenance contract by GBD.
- Staff must carry out visual inspections prior to any activity on the playing fields to ensure that it is safe for students to carry out the activity in the area designated.

3.28 Stress and Staff Wellbeing

The Governors and Leadership Team recognise that working within a school can be a stressful environment. Therefore the following has been put in place to assist in minimising stress and to assist in staff wellbeing.

- A counselor is available for staff.
- All stress related issues should be discussed with the Line Manager in the first instance. The Headteacher and Personnel Officer should be made aware of these discussions.
- All staff are encourage to make the best use of breaks and to use staff rest facilities.

3.29 Training and Development related to Health and Safety

- The Finance and Business Director is responsible for establishing minimum health and safety competencies for certain activities, (e.g. use of hazardous substances, manual handling, work at height,)
- Line Managers are responsible for new staff inductions, which should include all aspects of Health and Safety.
- The Finance and Business Director is responsible for establishing minimum health and safety competencies for certain roles (e.g. Business Manager, Site Manager, head of department, etc)

3.30 Vehicles on Site/car park arrangements

- The Assistant Headteacher is responsible for all Home to School transport movement on site. The Finance and Business Manager is responsible for all other vehicular movement and parking on site.
- Vehicles are to move at a maximum of 5mph at all times whilst on site. Drivers should be aware that there are a large number of pedestrians on the school site and should be ready to react whilst driving on site.
- Deliveries are not to be arrange between 8.30-9.15 am and 3.00-3.45pm Monday-Friday.

3.31 Water Hygiene

- The water hygiene log book is to be kept in the Business Manager Office at all times.
- The Site Manager is responsible for carrying out water hygiene sampling.
- All showers and sentinel point taps are to be flushed through at the beginning and start of each school holiday.
- The service and maintenance of air conditioning units is via the service contract with Pert Air Conditioning. All units are serviced annually.

3.32 Working at Height

- All ladders are to be stored and maintained by the site team.
- The Site Manager is to carry out the annual inspections of all equipment.
- All users are to carry out pre use checks and report and issues to the Site Manager. The equipment is only to be used if it is serviceable.
- Staff are to have attended the Working at Heights training prior to using any ladders.
- Students are not permitted to use ladders